

State of Washington Military Department
electronic Grant Management System



Managing User Access in e-GMS

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1. e-GMS Security Access Levels for Agency Users

Security access is assigned at the Agency Level, Application Level, and Grant Level in e-GMS.

Agency Level	Application Level	Grant Level (Specific Grant)
Agency Officer	Agency Officer	(Grant) Agency Officer
Agency Officer Assistant	Agency Officer Assistant	(Grant) Agency Officer Assistant

NOTE: You may see other types of security settings available when assigning security for users at your agency; however, ONLY the levels noted above should be used.

1.a. Agency/Application/Grant Level

The two types of users for an agency, an Agency Officer and an Agency Officer Assistant, are granted similar access at the Agency, Application and Grant Levels.

1.a.1 Agency Officer

Users are assigned a security level when an agency is set up in e-GMS. There must be at least one (or more) Agency Officers per agency. The Agency Officer is allowed to set up other users, assign security levels, and inactivate users in the agency. In addition, the Agency Officer is allowed to initiate, complete and submit applications, invoices and status reports.

1.a.2 Agency Officer Assistant

The Agency Officer Assistant is NOT allowed to set up other users, assign security levels, or inactivate users in the agency. In addition, the Agency Officer Assistant is NOT allowed to initiate and submit applications, invoices or status reports. Users with this level of security access are allowed to edit and save documents within the system. The table below shows various e-GMS system functions that correspond to the type of user.

System Functions	Agency Officers	Agency Officer Assistants
Ability to Manage Security and Users at the Agency Level	Yes	No
Initiate Applications, Invoices, and Status Reports	Yes	No
Complete (edit and save) Applications, Invoices, and Status Reports	Yes	Yes
Submit Applications, Invoices, and Status Reports to the WMD	Yes	No

2. Managing Access to e-GMS

When an application is initiated, the individuals established at the Agency Level should carry forward the same security access to the Application Level and subsequently the Grant Level once the grant is awarded and the contract is signed. User changes after the initiation of an application, require manual updates by the Agency Officer, on the Application Menu and/or Grant Menu.

2.a.1 Assigning Access: Agency Info Page

After logging into e-GMS you'll see the screen (Figure 1) below:

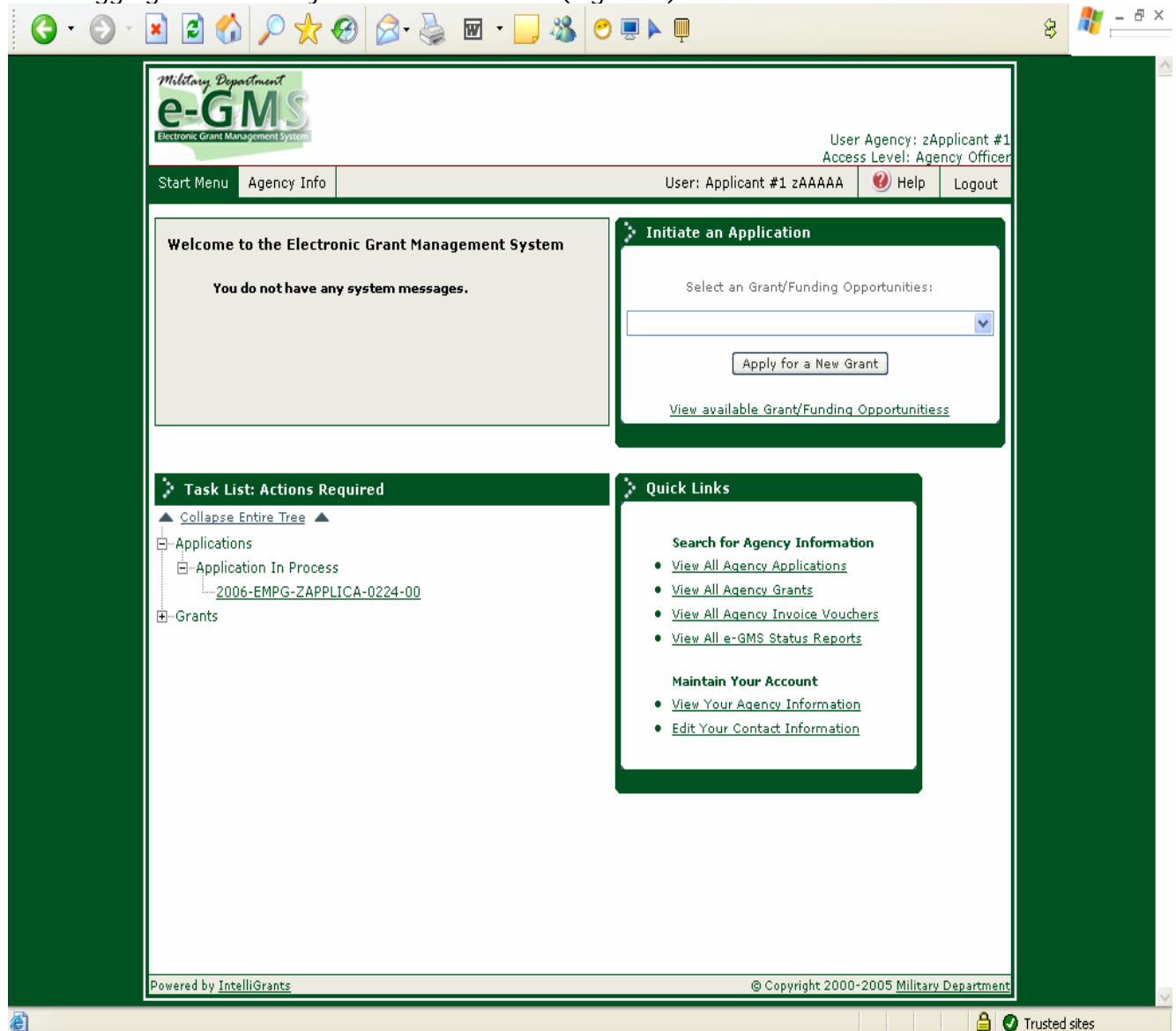


Figure 1

Under Quick Links (right-hand side of page) click the View Your Agency Information button.

To edit agency information click on the edit button, make changes as necessary and save the information. On this page, under Agency Contacts, Agency Officers can Add, Edit or Delete users from agency access. See Figure 2 below.

[Back to Previous Page](#) **VIEW AGENCY INFORMATION**

Instructions: This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Applications created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official.

Agency Information **Service Areas**

Agency [Edit](#)

Name Applicant #1
 Legal Name Applicant #1
 Type City
 Category Cities & Towns
 Address Street 123 Test
 Address continued
 Address continued
 City Test
 State WA
 Zip Code 12345
 County (Location) Pierce
 Phone (123) 456-7890
 Extension
 Fax
 Main Contact [Applicant #1 Tester](#)
 Tax I.D. Number
 Muni Code
 Address Code
 UBI # 1234567890

[Edit](#)

Agency Contacts [Add](#) [Edit](#) [Delete](#)

First Name	Last Name	Requested Agency	Official Agency	System Security Level	Phone
Applicant #1	Tester	Applicant #1	Agency Officer	(517) 336-2506	

[Records 1 - 1 of 1] [Add](#) [Edit](#) [Delete](#)

Figure 2

2.a.2 Assigning Access: Application Menu

After logging into e-GMS you'll see the screen in Figure 1. Under Task List-Actions Required (left-hand side) select the application which needs the contact information updated. This takes you to the Application Menu-See Figure 3 below.

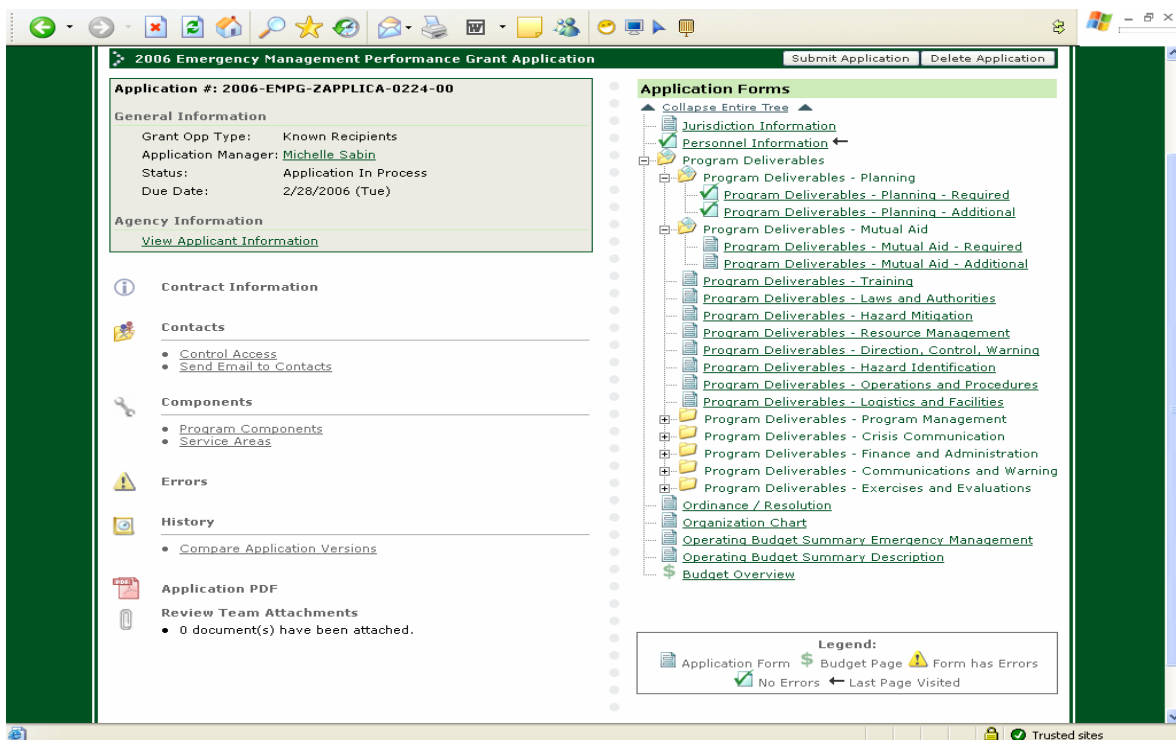


Figure 3

Click on the Control Access link under Contacts on the left-hand side of the page. You will be taken to the e-GMS page as shown in Figure 4 below.

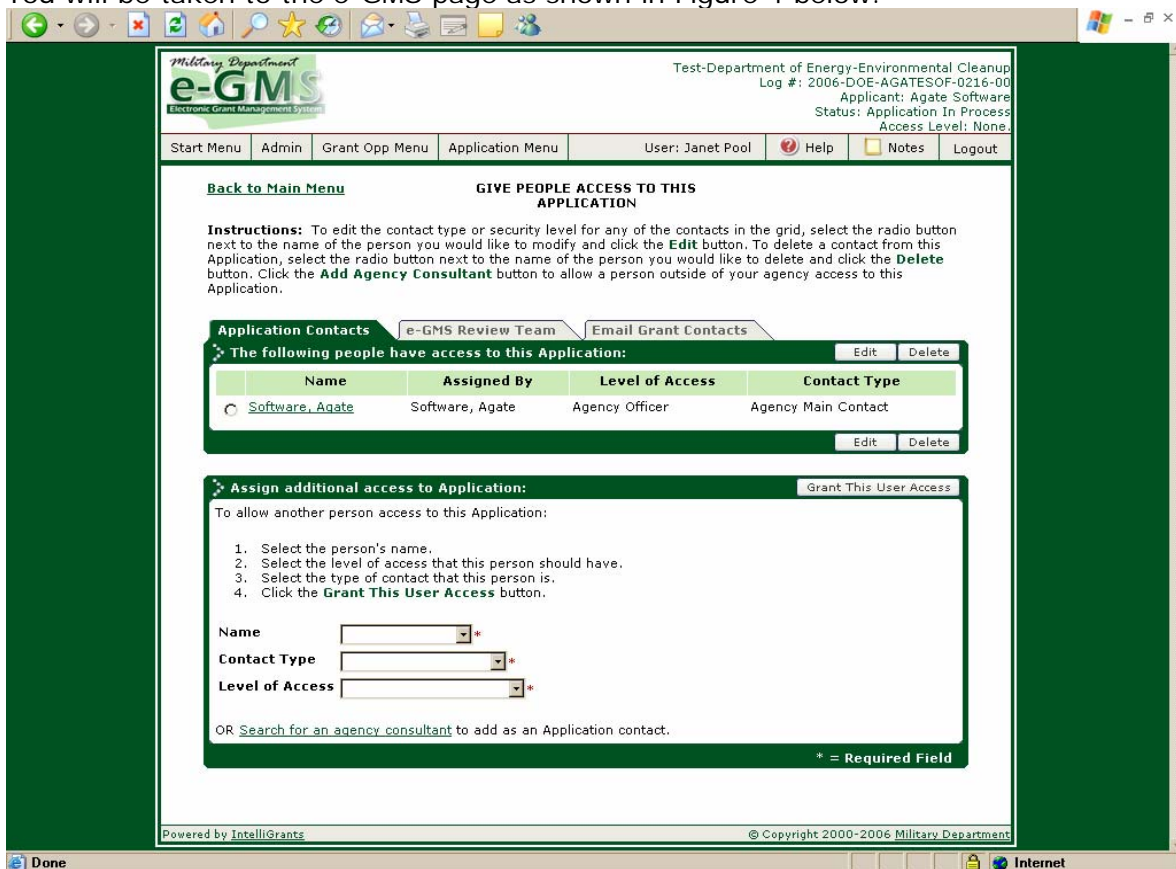


Figure 4

From this page you may assign access to users for the application or edit the current access to the application. If you do not see the person listed in the Name drop down box, you'll need to go to the Agency Page and add the person as shown in section 2.a.1 Assigning Access: Agency Update Page in this manual.

2.a.3 Assigning Access: Grant Menu

After logging into e-GMS you'll see the screen in Figure 1. Under Task List-Actions Required (left-hand side) select the grant which needs the contact information updated. This takes you to the Grant Menu-See Figure 5 below. Under Contacts, left-hand side of the page, click on the link Grantee Contact Information.

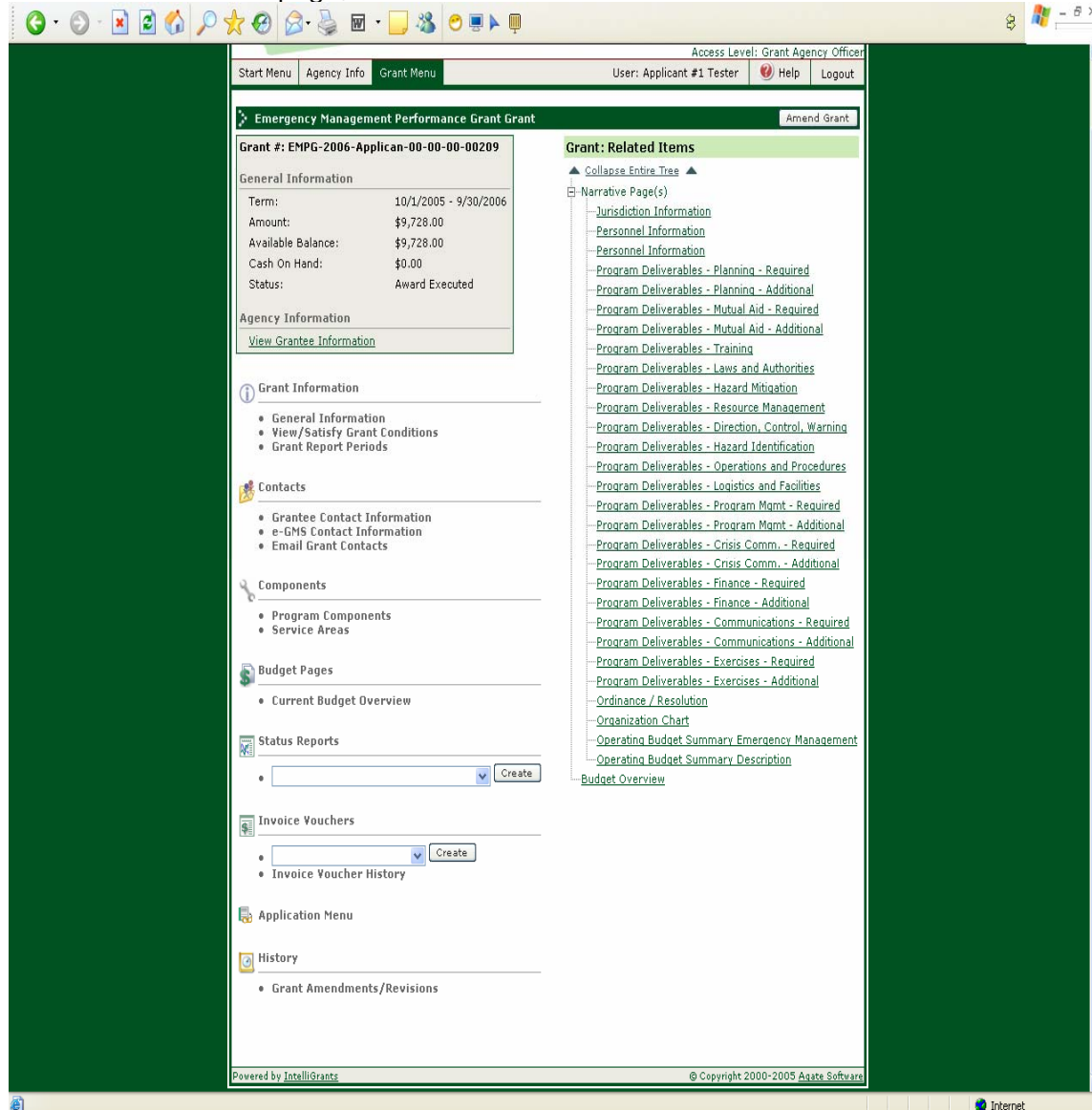


Figure 5

The page below will come up (figure 6). This is where security access may be updated for access to a specific grant.

Military Department e-GMS
Electronic Grant Management System

Grant #: DOE-2006-Agency2--00207-DO
Grantee: zAgency 2
Status: Grant Awarded
Access Level: None

Start Menu Admin Grant Opp Menu Grant Menu User: Janet Pool Help Notes Logout

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this grant, select the radio button next to the name of the person you would like to delete and click the **Delete** button.

Grantee Contacts e-GMS Contacts Email Grant Contacts

The following people have access to this grant: [Edit](#) [Delete](#)

	Name	Contact Type	Assigned By	Level of Access
<input type="radio"/>	ZAAAA, Arlene	Grantee Main Contact	Williams, Steven	Grant Agency Officer
<input type="radio"/>	ZAAA, Adam	Grantee	Pool, Janet	Grant Agency Officer Assistant

[Edit](#) [Delete](#)

Assign additional access to grant: [Grant This User Access](#)

To allow another person access to this grant:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name *

Contact Type *

Level of Access *

OR Click [here](#) to search for an agency consultant to add as a grant contact.

* = Required Field

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Figure 6